

- ❖ *Please save this handbook to refer to throughout the year **REVIEW** pages 19-26 with your student **RETURN** the signed contract (pg. 27) to each child's teacher*

ENDEAVOUR ELEMENTARY

Student/Parent Handbook
2019-2020



Endeavour To Do Your Best!

ENDEAVOUR ELEMENTARY SCHOOL
26205 SE Issaquah-Fall City Road
ISSAQUAH, WASHINGTON 98029-9114

PHONE (425) 837-7350
ATTENDANCE LINE (425) 837-7353
www.endeavour.issaquah.wednet.edu

Welcome Endeavour Elementary Students and Parents

Endeavour Elementary School Mission Statement

Endeavour is a place of learning that develops the gifts and talents of all individuals. Excellence in education is achieved through high levels of collaboration among staff, parents, and community.

Welcome Back Endeavour Families!

I am so excited to start the 2019-2020 school year with everyone and discover what it means to be an Endeavour Jaguar! I know the entire staff of Endeavour Elementary is looking forward to working together to reach our mission and vision as a learning community. We understand the importance of strong family support and know that with clear understanding and involvement - we can do anything! Please use this handbook to help answer any questions you may have and better understand how we work as a school and learning community. **Please take time to read though all of the information in the handbook and review the Behavior Expectations as a family.** Do not hesitate to reach out to your student's teacher or the office staff if you have any questions.

Looking forward to a GREAT year together -
Megan Funes
Principal, Endeavour Elementary

Equitable Conduct Expectations

The Issaquah School District values equity, diversity and inclusion. The district is committed to building and sustaining a welcoming school community. Our district and community are made up of people of different backgrounds, needs and perspectives. Our learning community includes people of varying races, ethnic backgrounds, abilities/disabilities, religions, ages, languages, socioeconomic status, immigration status, sexual orientation, gender expressions or identities. Student expectations include:

- Respect each individual, even if that person's identity is different from your own.
- Seek to understand your impact on others while seeking to understand other's intent.
- Communicate respectfully with others in person, on social media and in any other form.
- Use what you are learning to use good judgment and make ethical and informed decisions.
- Take responsibility for your words and actions.

We all have a responsibility to report behavior that interferes with having an equitable and inclusive learning environment that honors and respects people of all identities. If you become aware of any actions that violate the expectations above, we encourage you to speak up through one or more of the following ways:

- Tell a teacher, staff member or other trusted adult immediately.
- If you are comfortable and safe doing so, speak up in the moment to encourage more equitable and inclusive talk or action, and/or support those being hurt.

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DAILY SCHEDULES

SCHOOL DAY: **Mon., Tues., Thurs., Fri.**
Wednesday

9:15 AM – 3:40 PM
9:15 AM – 1:30 PM

NONDISCRIMINATION REGULATION

Issaquah School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Sena Camarata, Director of Human Resources
camaratas@issaquah.wednet.edu

Harassment, Intimidation, Bullying (HIB) Coordinator

Melissa Evans, Assistant Director of Student Interventions - Compliance
evansm@issaquah.wednet.edu

Civil Rights Compliance Officer

Lisa Hechtman, Assistant Superintendent of Human Resources
hechtmanl@issaquah.wednet.edu

Section 504 Coordinator

Pam Ridenour, Director of Student Interventions
ridenourp@issaquah.wednet.edu

Parent/Volunteer and Employee/Applicant-Related Matters

Carleena Scammon, Director of Human Resources
scammonc@issaquah.wednet.edu

Mail: 5150 220th Ave. SE
Issaquah, WA 98029

Phone: 425-837-7000

You can report discrimination and discriminatory harassment to any school staff member or to the District's Civil Rights Coordinator, listed above. You also have the right to file a complaint under District Regulation 3210.

<http://www.issaquah.wednet.edu/docs/default-source/district/regulations-manual/3000/3210-nondiscrimination.pdf?sfvrsn=0>

<http://www.issaquah.wednet.edu/docs/default-source/district/regulations-manual/3000/3210p-nondiscrimination.pdf?sfvrsn=0>

ENDEAVOUR ELEMENTARY SCHOOL

2019-2020

	NAME	PHONE	ROOM #
PRINCIPAL	Megan Funes	7351	301
Dean of Students	Karen Harmon	7359	701
Office	Deborah Donohoe	7352	300
	Janine Kotan	7354	300
	Tracy Wypyszyk	7350	300
	Main Line	7350	300
	FAX	7355	300
KINDERGARTEN	Erin Pasley	7383	506
	Carrie Haines	7312	507
	Lizzy Herda	7322	509
	Lynn Bacon	7314	505
	Rebecca Espino	7315	504
FIRST GRADE	Emma McKenny	7373	102
	Krista Reed	7384	104
	Leslee Frankland	7372	101
	Shawn Parker	7382	103
SECOND GRADE	Dani Figone	7316	503
	Holly Cleveland	7323	501
	Alexis Shults	7332	510
	Lisa Wells	7317	502
THIRD GRADE	Anhthu Ngo	7376	111
	Debbie Haroutonian	7324	702
	Jennifer Thompson	7311	112
	Katharine Cerna	7365	105
	Khrisla Mulvany (MERLIN)	7377	704
FOURTH GRADE	Jennifer Conant (MERLIN)	7327	706
	Diana Brown	7331	710
	Amy Kirschenman	7330	708
	Maureen Walmsley	7326	712
FIFTH GRADE	Dorry Nakamura	7380	108
	Kathy Jensen	7321	106
	Kim Ralph (MERLIN)	7378	110
	Mindy Mohny	7381	107
	Shirley Timson	7379	109

***Highlighted names are Grade Level Leads**

COUNSELOR/STUDENT SUPPORT COACH	Hillary Harris	7368	307
FAMILY LIAISON	Ashley Dunn	7329	308
	Wenlie Mithal	7106	200
CUSTODIANS	Jim Smith	7319	Day
	Katie Kuhlman	7319	Night
	Truong Tran	7319	Night
INSTRUCTIONAL COACH	Carrie Granados	7320	703
ELL SPECIALIST	Brooke Blowers	7391	309
KITCHEN	Barb Kraupie/Teresa Koler	7362	403
LAP	Sally Arthur/Meagan Rhodes	7364	512
LIBRARY	Leah Skosky	7374	200
MUSIC	Caryssa Murphy	7387	202
	Gina Caulton	7386	206
NURSE	Judy Lunde	7371	302
HEALTH RM SPECIALIST	Ivy Rasquinha	7370/7385	303
O/T	Courtney Waugh	7333	P-12
PE	Salena Skogstad/Erin Marsh	7388	401
PSYCHOLOGIST	Kerry Shallcross	7366	607
LRC	Shandell Baker	7356	603
	Katlyn Wilson	7389	603
SAGE	Jennifer Smith	7396	P-11
SLP	Kristen Morita	7360	610
TECH. SPECIALIST	Steve Chaney	7399	200
PARAPROFESSIONALS		7350	201
	Kim Bair	Olive Pusceddu	
	Caroline Burton-Moore	Ivy Rasquinha	
	Mekala Ilanchelian	Jennifer Rose	
	Patsi Johnson	Kathy Stamolis	
	Agata Kozielczyk	Amanda White	
	Jasmine Pearson	Tracy Wypyszyk	
JAGUAR CLUB	Brooke Schmelebeck	7338	P5/6

Endeavour is a **DRUG FREE ZONE**. Any person found guilty of dealing in illegal drugs within 1000 feet of school grounds is subject to double the usual penalties. The school is also a **SMOKE-FREE and GUN-FREE zone**.

WEAPONS

Violence or threats of violence are not tolerated on any school.

Possession, transmission or use of any object that is or reasonably appears to be a dangerous weapon or related device is prohibited. Such objects include, but are not limited to: firearms, ammunition, incendiary or explosive devices, clubs, knives with blades of at least three (3) inches in length, or other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm, or to instill fear and/or intimidate by their mere presence on school property or at school sponsored events, chemical inhalants

Pursuant to RCW 9.91.160, persons over eighteen (18) years of age, and persons between fourteen (14) and eighteen (18) years of age who have written parental permission, may possess personal protection spray devices (i.e., mace or pepper spray) on school property.

No one may deliver such a spray device to anyone under fourteen (14), or to anyone between fourteen (14) and eighteen (18) who does not have written parental permission. Personal protection spray devices may only be used in self-defense as defined by state law. Possession, transmission, or use of a spray device under any other circumstances will be treated as a violation of the District's rule prohibiting weapons.

Pursuant to RCW 9.41.280, students who possess a dangerous weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools may be immediately expelled. Law enforcement and parents will be notified. Pursuant to RCW 28A.600.420, students who possess a firearm must be expelled without an opportunity for readmission for at least one (1) year. This minimum one-year expulsion will also apply to students who act with malice and display an instrument that appears to be a firearm on public school property, transportation, or other facilities being used exclusively by public schools. The superintendent of the School District or educational service District may modify the expulsion of a student on a case-by-case basis.

ATTENDANCE

As provided in District Regulation 3122, regular school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. Students, at times, may appropriately be absent from class. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. The message will also notify parents of the potential consequences of additional unexcused absences. The following principles shall govern the development and administration of attendance procedures within the District:

Excused (School Day and Individual Class) absences are absences due to:

1. Participation in a District or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless or foster care/dependency status;
9. Absences due to a student's migrant status
10. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
11. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
12. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The principal or designee may only grant permission for a student's absence providing such absence does not adversely affect the student's educational process.

Required Conference for Elementary School Students

If an elementary school student has five or more excused absences in a single month during the current school year or ten or more excused absences in the current school

year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school. A conference is not required if (1) prior notice of the excused absences was provided to the district by 8:30 a.m. on the day of the absence or (2) a pre-arranged absence form has been submitted or (3) if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

A conference with the parent or guardian will be scheduled after 3 unexcused absences within any month during the current school year. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences. A student may be suspended or expelled for habitual truancy.

Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010

We encourage students to be at school on time EVERY day. Regular attendance is essential to a student's success in school. Students receive the full benefit of classroom instruction only when they attend on a regular basis.

ATTENDANCE LINE

ATTENDANCE LINE is a service the school offers to enhance student safety and communication between school and home. When you know your child is not going to be at school due to illness, religious observances or family emergencies, please call **425-837-7353** to report the absence by 9:30 am. If you receive a phone message that your child is absent and you believe your child to be at school, please call the school as the child may have been out of the classroom when attendance was taken.

ABSENCES

- All absences, including the above-mentioned absences, will be considered "unexcused" unless we receive notification from you via the **Attendance Line at 425-837-7353**, or by email to endattendance@issaquah.wednet.edu with the reason for absence.

- Absences due to family trips may only be excused when **prior approval is given by the principal**. Prearranged absence forms may be found on the [school website](#). Per District Regulation, students will be given comparable time to turn in missed work after they return to school. Prearranged absences should be submitted at least 1 week ahead of time.
- All absences other than notified illness or health are considered “unexcused” during District and State assessment windows.
- **If a pattern of frequent absences develops, parents may be contacted via phone and/or mail to determine a course of action, and a written note from a doctor may be required to excuse future absences.**

ARRIVAL and DISMISSAL TIMES

Children who are dropped off and picked up at school may **arrive at school no earlier than 10 minutes before the start of the school day**, and **must be picked up 10 minutes after the school day**. There is no supervision before or after these times because teachers are preparing lessons, planning in their classrooms, and/or attending meetings.

EARLY DISMISSAL

We encourage parents to make doctor and dental appointments before or after school hours. Please send a note to your child’s teacher if you must take him/her out of school early. ***When you pick up your child for early dismissal, report to the office*** to sign your child out. Your child will be called to the office to meet you. This is done for your child’s safety. **Please do not go to the classroom or the specialist’s room**. For student safety teachers are directed to release students only after receiving a call from the office. Students will be released only to those persons designated on the emergency form which was included in your enrollment packet.

TARDINESS

Tardiness is a form of poor attendance and can become a bad habit. It can be considered to be a partial day absence. It is very important for your child to arrive at school on time. Tardiness falls under the guidelines of our attendance protocol that states, “Excused absences may occur for illness/health, or an emergency.” When tardy, parents must sign their student in the office for an admission slip before going to class. **If tardiness is chronic, parents may be contacted via phone and/or mail to determine a course of action, and a written note from a doctor may be required to excuse future tardies.**

CIVILITY REGULATION

Issaquah School District has adopted Civility Regulations 4011 (community members) and 5282 (Staff) that serves as a guide for continuing our work in maintaining a culture of kindness and respect for all. As adults, we can help create this culture by modeling respectful and effective communication strategies and problem solving to our children. In addition, the Regulations helps us to accomplish our goal of open communication between home and school. If an issue arises that you would like to address with a member of our learning community, the following steps will help ensure a positive interaction.

- 1.) Work out issues promptly.**
- 2.) Schedule an appointment with the person directly involved.**
- 3.) Choose an appropriate time and place for the meeting.**
- 4.) Present ideas in a respectful manner and remain open to the other person's point of view.**
- 5.) If the issue is not resolved, seek assistance from the principal.**

EMERGENCY INFORMATION

EMERGENCY SCHOOL CLOSURE

There may be days when unexpected emergencies or inclement weather make it necessary to close school or start later. If there is NO announcement, then school will be held as usual. Please listen to the local radio and television stations for information about the Issaquah School District, or check the District website at www.issaquah.wednet.edu. In addition; you will receive an Emergency Transportation Bulletin, via email, from the School District providing in-depth emergency school closure information. [E-news](#) subscribers will receive District updates.

EMERGENCY PROCEDURES

Providing students with a safe environment is a primary concern at Endeavour. We routinely practice drills in anticipation of emergency situations. If you are on school grounds during an emergency drill, we ask that you fully participate in the drill, and follow building procedures as directed by staff. If you come to pick up your student following an actual emergency, keep fire lanes, doorways and hallways clear for Emergency Response Teams and follow these steps:

1. Follow signs to "Parent Check In" **2. Complete "Student Release Form"**- Photo ID will be required **3. Follow signs to "Reunion Area"** and sign your student out. Again, all students must be checked out through school personnel.

EMERGENCY/HEALTH INFORMATION

Each student must have a current **Emergency Information Form** on file. It is vital that the office has names and telephone numbers (including cell phone numbers) of alternative contacts should an emergency situation arise. Please call the office or send a note with your child to update your emergency form if there are any changes. It is also important for you to let us know of any health problem your child has and inform us of health changes. Every student must have a current Confidential Emergency Health form on file, which is part of the Enrollment Verification Process in August.

HEALTH ROOM

If your child is ill or injured at school, he/she will be sent to our health room for care. The health room is located in the office. All visits are documented in our computer system. **Depending on the reason for the visit you may** receive a note home, explaining about your child's visit and what care was given. If your child is too sick to stay in class, every attempt will be made to contact you or someone you have listed on your Emergency Information Form to come and pick up your child and take him/her home.

HEALTH SCREENING

Each year routine vision and hearing screenings are done at school. Parents will be advised and specific information will be sent to you prior to the screenings.

INDIVIDUAL HEALTH PLAN-LIFE THREATENING CONDITIONS

By law (House Bill 2834) children with life threatening conditions such as severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizure, etc. are now required to have a medication and treatment order (Individual Health Plan or IHP) in place before they can start school. This order from the child's licensed health care provider must be filed with the school nurse. This is a requirement for classroom placement.

ILLNESS AT SCHOOL

Please make arrangements for your children if they become ill. Our facilities are limited for the care of children who become sick or injured during the school day. It will help us if you make sure the information on your ***Emergency Information Form*** is kept current with the names and **telephone numbers of people who may be contacted if you cannot be reached.**

Use this guide with regard to common infectious diseases:

Colds, Fever, Flu

Keep the child home while acutely ill and until his temperature has returned to normal for 24 hours, and there has been no vomiting for 24 hours.

Chicken Pox

Keep the child home until all pox are dried up and crusted over.

Lice

Keep the child at home until treated with lice medication . Have your student checked by the office or the health room before returning to school.

Scabies, Impetigo, Ringworm, Pink Eye

The child may return to school 24 hours after prescription medication has been started. Students should be reminded not to share personal items.

IMMUNIZATION RECORDS

Washington State law requires all students to be immunized (DTP, MMR, Hep B, Varicella, and Polio). The law requires that parents fill out and sign the Certificate of Immunization form. Without this on file, your child is not allowed to attend school.

MEDICATION AT SCHOOL

State law prohibits school personnel from giving any medication (**prescription and/or over the counter**) without specific instruction from your licensed health care provider, acting within the scope of his/her license, and either a parent or a legal guardian. The ***Administration of Medication at School*** form is available from the office. **This form must be filled out completely and signed by both the health care provider and parent/guardian before we can administer any medication.**

All medication must be hand delivered by an adult in the original container labeled with the student's name, name of medication, dosage, mode of administration, and name of health care provider. No more than a twenty day supply may be sent at one time. Students may carry and self-administer medication for emergency health reasons ***only*** when requested by the licensed health care provider and parent/legal guardian, and approved by the principal and the school nurse. If you have any further questions, please feel free to call our health room at (425) 837-7370.

ANIMALS

The friendliest of dogs can be a hazard at a school full of children. In such an exciting atmosphere, even the gentlest of animals has been known to nip, scratch, or tear clothing. Please see that your animals are kept at home. In the event that a stray animal is found on school grounds, we will contact the local animal control officer if the animal owner does not respond to our calls. **Endeavour follows the District ANIMALS on School District Property Regulation 2029.**

RESTRAINING ORDERS/PARENTING PLANS

In the State of Washington, both parents have equal access to their children's **educational** records. Both parents can ask to see their children at school. Only a current, court-issued restraining order gives the school authority to deny parental access. Please provide the office secretary with a copy of any order or plan.

SCHOOL LUNCH PROGRAM

Students eat lunch in the multi-purpose room, otherwise known as 'The Jaguar Café.' Students may bring a lunch from home, or purchase a nutritional lunch through the school lunch program. Four lunch choices are available each day. Milk is provided with the school lunch (\$3.75) or may be purchased for \$.50. Monthly lunch menus will be available on the District website. We encourage you to pre-pay for lunches as this helps our system to run smoother. An online lunch payment option is also available at myschoolbucks.com. You will need your child's seven digit ID # in order to enroll online, which you can find on Family Access under Other ID.

Issaquah School District's Meal Charge Policy

Charging a Meal

Every student enrolled in the Issaquah School District is assigned a lunch account that can be used to purchase standard program meals from the school kitchen.

In addition to the standard meal, a la carte food and beverage items are available for purchase. A student's lunch account must have sufficient funds to purchase a la carte items. A la carte items at the elementary level (i.e. a dessert or a second entrée) and at the secondary level (i.e. vendor pizza, chips and bottled beverages) will not be allowed to charge to the account without sufficient funds.

Applications for meal assistance are available online by visiting:

<https://www.issaquah.wednet.edu/district/departments/operations/foodservice> or by contacting the Food Service Office at 425-837-5060. Applications are also available in the front office of each school building.

Balance Notification

Food Services partners with Myschoolbucks.com, a service that allows the use of credit cards to make payments for a student's lunch account. There is a \$2.49 fee per credit card transaction charged by Myschoolbucks.com however the use of their website to monitor a student's lunch balance is free. It is also free for users of Myschoolbucks.com to set up e-mail notifications when their student's lunch balance reaches a specified dollar amount. Families are encouraged to utilize this free service in order to receive automated reminders when their student's lunch balance is low. Log on instructions and link to Myschoolbucks.com can be found on the district website at <https://www.issaquah.wednet.edu/family/MySchoolBucks>

Food Services has developed an automated balance notification service that will

notify the guardians via e-mail when the student's lunch balance is low and again when the lunch balance is in arrears.

In addition to e-mail balance notifications each school kitchen will send negative balance letters once per week.

District initiated negative balance notification e-mails and negative balance letters will continue to be sent weekly until the unpaid meal charges have been resolved.

FREE AND REDUCED LUNCH

The National School Lunch Act provides free and reduced-price lunches for children of families who qualify. An application form for free and reduced lunches can be found on the District's website, www.issaquah.wednet.edu. If your child was on free or reduced lunches last June, their eligibility continues until September 30. If a change in family size or income occurs during the school year, please contact Food Services at (425) 837-5060.

SIBLING PROTOCOL

Endeavour Elementary Sibling Protocol is one that considers the safety and needs of students, faculty and families. To support participation and ensure both teacher and parent volunteer can focus entirely on the children in the classroom; the following Protocol has been adopted by the Endeavour Site Council:

- Siblings may accompany parents to **after school** events and assemblies.
- Siblings may not attend classroom parties.
- Due to safety concerns, siblings are not allowed in the lunchroom, kitchen, workroom, and playground.
- Siblings are not allowed when parents chaperone field trips.
- Siblings are not allowed when parent volunteers are in the classroom during the school day.

SITE COUNCIL

The Site Council is comprised of parents and staff members, including the principal. The purpose of the Site Council is to ensure our students' success by helping advance the District mission *through* collaborative planning, communications and decision-making. Specifically, site councils are intended to foster continuous improvement of the school's educational program, blend the values and perspectives of the community, staff, and students in school-wide decisions, and foster effective communication among all stakeholders in the school. Public input forms are available online and in the office if you would like to bring something to Site Council.

STUDENT PLACEMENT PROTOCOL

The staff at Endeavour takes the assignment process very seriously and devotes considerable time, effort, and care to the development of class groupings that result in offering every child equal consideration in the assignment and learning process. No classroom changes will be made prior to the third week of school. After that time the parent and teacher may hold a conference to seek solutions to specific concerns. If issues are not resolved, parents may obtain a Student Placement Review Form from the office and submit it to the principal for referral to the Guidance Team.

TRANSPORTATION INFORMATION

For bus issues or questions, please contact the Transportation Department at (425) 837-6330.

BUS LOADING ZONE

The bus loading/unloading zone at Endeavour is at the front of the school. The bus loading zone is FOR BUSES ONLY. **Do not drive or park cars in this area during the morning drop-off or afternoon pick-up times. Parking in the bus zone is allowed after school and during evening events.** We ask that parents who are dropping children off for school or picking students up, park in a designated parking space in the main parking lot in front of the school or pull as far forward as possible in the Student Loading/ Unloading Area. Please remind children to use crosswalks and sidewalks for their safety.

BUS PASSES

A bus pass [permission slip](#) form with written parental permission is required for students to get off the bus at a stop other than their regular stop. Students wishing to ride the bus home with a friend or take a different bus for daycare purposes must have a signed note from a parent. Bus pass permission slip forms may be found on our web site. The note may be sent to the office and/or teacher and should include the following information: full names of both the student and the person they will be riding with, the bus number they will be on, the day (or dates) they will be riding the bus, and the phone number where the parent can be reached. School protocol does not allow students to call home to make arrangements to go home with another student. Prior arrangements must be made from home, and a [permission slip](#) for the bus pass must be sent to school with the child requesting the pass.

PARKING LOT SAFETY

When picking up or dropping off children, please observe Endeavour's Parking Lot safety plan:

- Turn off cell phones and give full attention to safety.
- Pull forward as far north as possible along the Student Load/Unload area.
- Do not double-park when dropping off or picking up children. Circle around if necessary.
- Remind your child to enter and exit on the curbside of your vehicle **only after you have come to a full stop.**
- Vehicles are permitted only in front of the school building for safety reasons.
- Students are supervised by Endeavour staff 10 minutes before and 10 minutes after school **only**, so please BE ON TIME to keep your children safe.
- Obey all signs, student patrols, school personnel directing traffic, and use crosswalks.
- Due to safety concerns with Issaquah-Fall City Road, children are not allowed to walk or ride bikes, skateboards, scooters or rollerblades to school.

VEHICLE DROP-OFF PROCEDURES

- Vehicles entering the parking lot should proceed to the drop-off lane and **pull all the way forward** (at a safe speed) to line up directly behind the car in front of them. Please keep children buckled until you have stopped.
- If the drop-off lane is full, continue around to the next parking lane and wait in line until you are directed into the drop-off lane by an EA OR pull around to the lower lot and lower lot drop off zone (for students in grade 3-5 only) AM DROP OFF ONLY.
- Once you have pulled up as far as possible, students can then unbuckle, and **quickly exit the vehicle on the sidewalk side only**. As you are pulling up, please be sure to watch for pedestrians and not block the crosswalk.
- Once dropped off, students can walk to their assigned line-up location.
- Drivers can pull out of the drop-off lane and exit the parking lot.

TIPS FOR KEEPING TRAFFIC MOVING, MINIMIZING CONGESTION AND ENSURING THE SAFETY OF OUR CHILDREN

- While in the drop-off lane, **drivers should not open the driver-side doors or get out of their vehicle to assist students**. This causes delays for others. If your children need additional help exiting the vehicle, please park in an appropriate location and walk them to the building.
- Prior to entering the parking lot, please be organized so your children can quickly exit the vehicle once you have come to a complete stop in the drop-off lane. **Do not enter the drop-off lane if students are not ready to exit**. Instead, circle around again, and enter the lane when they are ready.
- The **inner lane (Thru Traffic), next to the drop-off lane, can only be used for vehicles circling around or exiting the parking lot**. It is unsafe for vehicles to enter the drop-off lane from this point by cutting in front of others already in line.
- **Vehicles cannot be left unattended**, for any reason, in the drop-off lane during drop-off times.

VOLUNTEERS

District Regulation 5630 governs volunteers. If you are interested in becoming a volunteer, **you must first go online and register in the [volunteer system](#).** **The process could take up to two weeks.** Parent and community volunteers are extremely important to Endeavour Elementary. We encourage and support the efforts of volunteers throughout the building. Many classroom teachers use volunteers to assist with programs and special classroom or grade-level events. Each teacher has a room parent who coordinates classroom volunteer efforts. Please contact PTSA Volunteer Coordinators or this year's PTSA President.

All volunteers must report to the office to sign in and check out each day. For safety reasons, volunteers are asked to wear a visitor badge while on school grounds. Adults may be asked by school staff to show their badges when at school.

ENDEAVOUR BEHAVIOR EXPECTATIONS

RESPECT & RESPONSIBILITY

The staff at Endeavour is committed to working cooperatively with parents to promote a positive, safe, environment where students ***Solve Problems, Make Good Choices, Practice Kindness & Show Respect***. Our expectation is that RESPECT will be evident in the daily behaviors of all students, staff, and volunteers, and that each individual will take RESPONSIBILITY for their own behavior. Please take time to read through our Behavior Expectations and school rules with your child. **The last page has a printable "contract" that needs to be returned to your child's teacher.**

HARASSMENT/INTIMIDATION/BULLYING STATEMENT

If a student feels that he or she is being harassed, intimidated, or bullied for any reason including because of race, creed, color, national origin, ancestry, gender, sexual orientation, or disability, the student should immediately report such incidents to a teacher, counselor, or building administrator. A complete copy of Regulation 3207 may be obtained at any school or on the District website at www.issaquah.wednet.edu.

"Harassment, intimidation or bullying" is defined for purposes of this Regulation as any intentional written message or image - including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the act:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: urging others to a malicious action "ganging up on someone"; spreading knowingly hurtful rumors, lies, pictures, drawings, or cartoons; slurs; jokes; innuendoes; repeated/ongoing demeaning comments; pranks; ostracism; gestures; verbal or physical aggression directed at a specific student; physical attacks or threats; or purposeful destructive acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images..

Melissa Evans is the Issaquah School District HIB Coordinator. She can be contacted at 425-837-7000 or evansm@issaquah.wednet.edu.

SEXUAL HARASSMENT REGULATION

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Targeted writing of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, sexual assault

You can report sexual harassment to any school staff member or Title IX Coordinator, Sena Camarata, 425-837-7000 camaratas@issaquah.wednet.edu.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school District's Section 504 Coordinator, Title IX Coordinator, or Civil Rights Compliance Officer, who are listed above. This is often the fastest way to revolve your concerns.

COMPLAINT TO THE SCHOOL DISTRICT

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the District should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the Superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the District receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the District will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the District will include a summary of the results of the investigation, a determination of whether or not the District failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the District into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

APPEAL TO THE SCHOOL DISTRICT

If you disagree with the District's decision, you may appeal to the District's Board of Directors. You must file a notice of appeal in writing to the secretary of the Board within 10 calendar days after you received the District's response to your complaint. The Board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The Board will send you a written decision within 30 calendar days after the District received your notice of appeal. The Board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

COMPLAINT TO OSPI

If you do not agree with the District's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the District's complaint and appeal process, or (2) the District has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200,
600 Washington St. S.E.,
Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Endeavour Elementary School Expectations

I am an Endeavour Jaguar and I have greatness inside of me. I will use my greatness to show respect, make good decisions and solve problems, to be the best me I can be!

	Hallway	Jaguar Café	Restroom	Playground	Before School	After School	Assembly
Show Respect	Voices are off. Hands to sides (off walls)	Listen and follow directions. If an adult needs your attentions, stop talking.	Flush when done. Knock on the door rather than peek under it.	Listen and follow directions of recess teachers. Respect personal space and keep hands and feet to yourself.	Listen and follow directions of safety patrol, ambassador, and all other adults. Use a friendly and appropriate voice.	Listen and follow directions of safety patrol and all other adults. Use a friendly and appropriate voice.	Sit flat on your bottom. Eyes on the presenter. Voices are off unless asked to participate.
Make Good Decisions	Walking feet straight to where you need to go	Enter/ exit quietly. Wait your turn Bottom on the bench, feet on the floor. Raise your hand if you need help or to get up for any reason. Put your garbage, recycling, and leftover food in appropriate bins. Keep hands, feet, and food to yourself. Enjoy only your food.	Keep feet on the floor and take care of necessary business. Wash your hands. Throw paper towels into the garbage. Use a quiet voice and return to your classroom or recess quickly.	Act safely and use equipment appropriately. Ask an adult before using the restroom or going to the health room. When the bell rings, return equipment to the cart and line up with your hands and feet to yourself.	Line up by grade level in the order you arrive. Use walking feet. Keep hands, feet, and all other objects to yourself.	Use walking feet. Go directly to your destination.	Use walking feet when entering and exiting. Keep hands and feet to yourself. Keep voices off during transitions.
Solve the Problem	Report safety issues to the nearest adult.	Report safety issues to the nearest adult.	Report safety issues to the nearest adult.	Report safety issues to the nearest adult. Solve problems fairly and peacefully.	Report safety issues to the nearest adult.	Report safety issues to the nearest adult.	Look to your classroom teacher for direction entering and exiting. Stay seated and if absolutely necessary exit quietly.
Practice Kindness	Smile. Move out of people's way. Hold doors open for the next person.	Smile. Talk quietly with classmates.	Smile.	Be a good friend, share equipment.	Smile.	Smile. Hold doors open for the next person.	Smile. Show appropriate applause and participation.

ENDEAVOUR SCHOOL RULES

GENERAL

- In warm weather mid-thigh length shorts may be worn (no cut-offs or running shorts). Tops must cover the shoulders (no spaghetti straps) and cover the waistline. Shoes must be safely appropriate for school – no flip flops.
- Designs on clothing must be appropriate (no tobacco or alcohol logos or crude drawings or images).
- Hats must be removed once you enter the classroom.
- Gum is not allowed at school.
- Scooters, skateboards, and roller skates/blades or shoes with wheels are not allowed at school.
- Animals, including pets, are not allowed on school property before or after school. Students bringing pets for classroom sharing must have prior approval.
- Be courteous to adults and follow their directions.
- If you find money or a valuable possession, please turn it in to the office. The Lost and Found box for large items such as coats, sweaters, lunch boxes, gloves, etc. is located in the hallway outside the gym.
- Buying, selling, bartering items for personal gain is not allowed without permission of a building administrator.

BIRTHDAY PARTY PROTOCOL

We are asking parents to support our District Nutrition and Wellness Regulation, and ensure that all children are safe at school with reference to allergies, health concerns, etc.. **PLEASE DO NOT BRING OR SEND BIRTHDAY TREATS or other items from home.**

Classroom teachers do recognize student birthdays with their usual traditions, i.e. birthday books, letters, songs and recognition, etc.

ENDEAVOUR ELEMENTARY SCHOOL EMAIL COMMUNICATOIN GUIDELINES

At Endeavour Elementary we believe in the importance of regular communication between home and school. We encourage participation in any and all forms of communication that will enhance a child's potential for success in school. Teachers communicate through various channels including websites, newsletters, blogs, conferences, notes and email.

In recent years, email has become a very popular form of communication. Email can be an appropriate vehicle for quick, uncomplicated messages to teachers when time and /or confidentiality are not critical factors. Email is not an appropriate communication tool when an immediate response is required or when the subject matter may be sensitive and/or complex in nature.

When communicating via email, please keep in mind:

- Emails should be limited to non-vital messages. For example, do not use email to inform the teacher that your child is to go home on the bus. Teachers do not read email during instructional time. Please call our office to be sure your message is received and clearly understood.
- In general concerns regarding academic progress, learning expectations, or behavior issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. Email can be used to inform your teacher of a concern and make arrangements to meet or talk further.
- Per District expectations of staff, please allow up to 72 hours for an email response. Some teachers will respond before or after school, while others may respond during the school day as time, breaks permit. As always, if it's urgent, please call the office or your child's teacher directly.

These guidelines are intended to clarify the use of email and provide guidance on the most effective ways to communicate with Endeavour staff. We appreciate your support on this matter.

STUDENT CONDUCT PLAN

All staff members intervene to redirect inappropriate student behavior and help students solve problems. Interventions may include:

- **Redirection**
- **Support with Problem Solving**
- **Take a Break “On the Bench”, for 5-10 minutes to reflect on behavioral expectations.**
- **A visit to the principal for hurting someone, disrespect towards an adult, or repeated infractions**
- **Progressive discipline will be put in place and parents will be contacted for repeated misconduct or exceptional misconduct**

Any student, who willfully performs any act which materially interferes with, or is detrimental to, the orderly operation of a school-sponsored activity, or any other aspect of the educational process within the Issaquah School District, will be subject to discipline, suspension, or expulsion.

The District requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of acceptable behavior;
- B. Respect the rights, person and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Submit to the authority of staff and respond accordingly.



Student discipline, suspension, and/or expulsion will be administered in such a manner as to take into consideration the nature, severity, and circumstances of the violation, the individual circumstances of the student, and prior or other forms of corrective action or discipline which may have been imposed. A complete copy of Regulation 3240 and related Regulations are available on the District’s website.

Any action, which removes a student from school for longer than one day, will comprise a “disciplinary action” and will be documented.

ENDEAVOUR ELEMENTARY



DISTRICT REGULATION AND PARENT HANDBOOK

Please carefully review the Issaquah School District Student Conduct Regulation as well as the Endeavour Elementary Student Conduct Plan with your child. These Rules/Guidelines/Protocols/Expectations may be accessed at the following links:

[Issaquah School District Parent Handbook](#)

After reviewing the above school and District Regulations with your child, please print and sign this cover sheet and return with all required forms. Thank you!

Teacher's Name: (please print) _____

Student's Name: (please print) _____

Student Signature: _____

Parent Signature: _____ Date: _____